Sponsored by The Career Center at Loyola University Maryland



In celebration of National Career Development Month November

JOB SHADOWING PLANNING SHEET FOR STUDENTS

What is job shadowing?

Job shadowing is an experience where you will spend a half day or a full day at an employer's office. Your day will depend on the site, but most likely you will be involved with various activities throughout the day that are typical for the job. These activities could include observing client meetings, research, computer projects, a tour of the facility, and interacting with other departments within the organization.

Why should I participate in job shadowing?

Job shadowing provides an opportunity to learn more about a particular career. You can gain insightful knowledge about what a job entails day to day. It will hopefully help you in your decision to pursue a certain job or career path. You will also be able to make connections during this process by establishing a relationship with the alumni or employer.

What are the requirements?

- ♣ You will have a coaching session with a career advisor where you will learn how to conduct an informational interview, review the basics of business etiquette, and sign a consent form and no show policy.
- → You will be responsible for contacting the employer directly to set up logistics for your job shadowing experience. You may want to inquire about the dress code on this first call.
- ♣ Research the company's web-site to find out more about them and what they do.

On Job Shadowing Day

- Arrive on time to your site and dress appropriately.
- **♣** For liability reasons, you are not allowed to leave the employer's office.

After Job Shadowing Day

- ♣ Attend a job shadowing pizza party.
- Complete an evaluation of your experience.
- ♣ Send a thank you letter to your job shadowing mentor within 24-48 hours after your job shadowing day.

No Show Policy

→ If you fail to attend the scheduled job shadowing visit and did not communicate with the employer beforehand, The Career Center will be notified by the employer of this occurrence. The student who missed the job shadowing visit must make an appointment and meet with the career advisor to discuss the situation. A letter of apology for the missed job shadowing visit must also be sent to the employer with a copy forwarded to The Career Center which will be kept on file.

Emergency Contact

↓ In the event of an emergency contact The Career Center at (410) 617-2232. You can also try contacting your assigned Career Advisor.